



# CAIT

Center for Advanced Infrastructure & Transportation  
Rutgers, The State University of New Jersey

NJDOT Bureau of Research  
QUARTERLY PROGRESS REPORT

Project Title:	New Jersey State LTAP Technology Transfer Center		
RFP NUMBER: 2004-	NJDOT RESEARCH PROJECT MANAGER: W. Lad Szalaj		
TASK ORDER NUMBER: 149	PRINCIPAL INVESTIGATOR: Dr. Ali Maher		
Project Starting Date: 01/01/2004 <b>Original</b> Project Ending Date: 12/31/2004 <b>Modified Completion Date:</b>	Period Covered: 3 <sup>rd</sup> Quarter 2004		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
Activity				
1. Compile and Maintain Mail List	1.88	5	100	1.88
2. Publish Monthly Newsletter	10.30	25	75	7.73
3. Distribute Technology Transfer Materials	15.45	25	80	12.36
4. Provide Technical Assistance	34.25	20	60	20.55
5. Provide Training	33.31	30	95	31.64
6. Evaluate Effectiveness of Program	4.81	25	63	2.98
Final Report				
<b>TOTAL</b>	<b>100</b>			<b>77.14</b>

Project Objectives:

The Local Technical Assistance Program (LTAP) seeks to conduct several tasks that will promote best practices and implement state-of-the-art technologies to county and municipal transportation agencies. These activities include training, materials distribution, newsletter publication, technical assistance, and program evaluation. The objectives of this project are to continue to diversify and expand the customer base, deliver quality customer service, communicate the program values to partners and clients, and enhance the technology transfer network, through the activities of the Local Technical Assistance Program (LTAP).

Project Abstract:

The Local Technical Assistance Program (LTAP) will maintain mailing lists, publish a monthly newsletter, provide technical assistance, provide training, and evaluate the effectiveness of the program on an ongoing basis throughout the project.

The anticipated results are the creation of a library special collection made available on the LTAP website, monthly newsletter publication, an updated fax/e-mail directory for the transportation field, expanded training programs and additional conferences, and increased involvement with pertinent professional organizations.



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## I. Progress this quarter by task:

### A. Compile and Maintain Mail List

The mail list database was updated on an as needed basis during this quarter. A contact list of LTAP personnel in Region One was compiled. A new contact list of each LTAP Center was compiled.

### B. Publish Monthly Newsletter

Approximately 3,600 individuals received each issue of the newsletter. Three issues of the newsletter were produced during this quarter. Electronic distribution of the newsletter occurred via e-mail. The newsletter is also available on the LTAP webpage: [www.ltap.rutgers.edu](http://www.ltap.rutgers.edu) and previous issues are archived in the "newsletter" section of the webpage: <http://www.ltap.rutgers.edu/newsletter/>.

Volume 6, Number 7 was published in July 2004. The first edition of the quarter included articles on Environmental Management Systems, Roadside Design courses available online from the National Highway Institute, Safety Day at the Garret Morgan Academy, The New Jersey Adopt-A-Highway program, and an updated upcoming events listing. The month's *Free for the Asking* offering was *Roadway Safety Hardware Management Systems* published by the Federal Highway Administration.

Volume 6, Number 8 was published in August 2004. This issue featured articles on the passing of .08 Blood Alcohol levels for all states, National Stop On Red Week, the new Transportation Government Staff Directory, a report on Road Debris, federal water infrastructure bill, and the New Jersey Traffic Records revision. In addition, the upcoming GeoTrans 2004 conference was announced and the upcoming event listing was updated. This month's *Free for the Asking* offering was *Survey of the American People on Highway and Auto Safety* conducted for the Advocates for Highway and Auto Safety.

Volume 6, Number 9 was published in September 2004. The third issue of the quarter contained articles about the 75<sup>th</sup> Anniversary of the New Jersey Society of Municipal Engineers, the anti-drunk driving campaign for Labor Day 2004, the fall 2004 Road Scholar schedule, an update on the activities of the New Jersey Traffic Records revision committee, and an aggressive driving quiz.

### C. Distribute Technology Transfer Materials

604 technical publications were distributed during this quarter. Technology transfer materials were distributed during training seminars, workshops, and *Free for the Asking* requests via the newsletter. In addition, specific requests made by customers included training videos and technical publications, which were duplicated and distributed.

### D. Provide Technical Assistance

There were 136 instances of technical assistance provided by the LTAP staff. Requests were received via telephone, e-mail, mail, and fax.

### E. Provide Training

Training has occurred this quarter in the following program areas: Road Scholar One, Road Scholar Two, one structural engineering conference, Crew Supervisors Academy and two transportation seminars. During this quarter, 748 individuals were trained via 14 programs.



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## F. Evaluate Effectiveness of Program

Program effectiveness was measured by use of course evaluations completed by participants at the end of each training program. Participants were asked to rate the overall quality of the course content, instructor, and presentation of the materials. Participants consistently rated the programs as having met or exceeded their expectations.

## 2. Proposed activities for next quarter by task:

### A. Compile and Maintain Mail List

The mail list will be updated on an as needed basis.

### B. Publish Monthly Newsletter

The newsletter will remain on a monthly publishing schedule.

### C. Distribute Technology Transfer Materials

Technology transfer materials will be distributed during training programs, and by request. The lending library is always available.

### D. Provide Technical Assistance

Technical assistance will be provided in response to any inquiries made via telephone, fax, or e-mail.

### E. Provide Training

Training programs are scheduled for the next quarter as follows:

#### Road Scholar One Program

- Personal Injury Prevention Techniques
- Worker and Equipment Safety
- Hot Mix Asphalt Resurfacing
- Low Cost Surface Rehabilitation
- Confined Space and Excavation Rescue
- Excavation and Trenching Safety

#### Road Scholar Two Program

- Shared Services and Privatization
- Managing Public Equipment
- Budgeting for Municipal Governments
- Superior Performing Asphalt Pavements

#### Conferences and Seminars

- Local Research Showcase
- Asset Management for Public Works
- Highway Geometric Design- Interchange Design (2)
- Highway Geometric Design- Intersection Design (2)



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Public Works Academy  
To be announced

## F. Evaluate Effectiveness of Program

Evaluations will continue to be distributed at each program. An Advisory Committee meeting will be held to review the project activities and progress.

### 3. List of deliverables provided in this quarter by task:

(product date):

#### A. Compile and Maintain Mail List

LTAP Region One Contact List  
LTAP National Contact List

July 2004  
July 2004

#### B. Publish Monthly Newsletter

Volume 6, Number 7  
Volume 6, Number 8  
Volume 6, Number 9

July 2004  
August 2004  
September 2004

#### C. Distribute Technology Transfer Materials

Ongoing

#### D. Provide Technical Assistance

Ongoing

#### E. Provide Training

Pavement Maintenance: Crack Treatment Seminar	July 28, 2004
Hazards Associated with Fertilizers, Insecticides, and Herbicides	September 8, 2004
Grounds Maintenance Safety	September 8, 2004
Prefabricated Bridge Elements and Systems Workshop	September 8-9, 2004
Prefabricated Bridge Site Visit and Evaluation: Case Study	September 10, 2004
Drainage Maintenance: The Key to Roads that Last	September 21, 2004
Asphalt Roads: Common Maintenance Problems	September 21, 2004
Temporary Traffic Control Provisions of the 2003 FHWA MUTCD	September 23, 2004
Cross Harbor Freight Tunnel Project	September 23, 2004
Crew Supervisors Academy	September 27- October 1, 2004
Effective Incident Documentation	September 28, 2004
Hazard Communications Awareness	September 28, 2004
Grant Writing for Municipal Governments	September 29, 2004
Highway Geometric Design Workshop- Horizontal and Vertical Geometry	

## F. Evaluate Effectiveness of Program

Ongoing



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4. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.

5. Problems/Proposed Solutions:

N/A.

Total Project Budget	415,000
<b>Modified Contract Amount:</b>	
Total Project Expenditure to date	225,412
% of Total Project Budget Expended	54%

\* These are approximate expended amounts for the project; these estimates are for reference only and should not be used for official accounting purposes. For a more accurate project accounting please review the quarterly invoice for this project.